



**STANDARDS OF APPRENTICESHIP**  
adopted by

**WESTERN WASHINGTON CEMENT MASONS APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CEMENT MASON		844.364-010	5400 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JANUARY 20, 1941  
Initial Approval

APRIL 16, 2004  
Committee Amended

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Standards Amended (review)

JULY 18, 2003  
Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK CROW  
Secretary of Council

## **WESTERN WASHINGTON CEMENT MASONS APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following Standards for the development of cement mason apprentices, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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**The Counties covered by these Standards are Clallam, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Must be 17 years of age**
- Education: **Applicants must have a high school education or equivalent.**
- Physical: **Must be physically able of performing all phases of the trade.**
- Testing: **N/A**
- Other: **For affirmative action purposes, all applicants must be residents of the area covered by these standards (exceptions will be made for the purpose of affirmative action).**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

- 1. All applicants shall complete and return a standard application form available at the Western Washington Cement Masons JATC Office, 2700 First Ave., #215, Seattle, WA 98121, between 10:00 a.m. and 3:00 p.m. Tuesday through Friday. Returned applications shall be placed on a list in order of their receipt if all requested information is provided.**

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2. **The Apprenticeship Committee shall determine the demand for apprentices in the geographic area consistent with ensuring proper training and reasonably continuous employment.**

**After determination of need, the apprenticeship committee will notify applicants of their date of interview, which shall be in the months of March and August unless the requirements of industry dictate otherwise. Notification shall be mail thirty (30) days before the scheduled interview for applications received thirty (30) days before the interview.**

3. **The apprenticeship committee shall interview the applicant with respect to determining motivation, ambition, willingness to accept direction and other factors necessary for success in performing the trade. A written record shall be maintained.**
4. **Notification of acceptance or rejection of placement shall be made in writing and provide a reason for the action. The notification shall be made within thirty days of the interview. Applicants denied placement will be placed at the top of the eligibility list for a period of two (2) years for the next interview.**
5. **The only exceptions to the application process shall be to comply with state and federal statutes, and rules of the Washington State Apprenticeship and Training Council.**
6. **Upon satisfactory completion of the pre-construction course, applicants will be placed on the ready for dispatch list, according to date of application.**
7. **EXCEPTIONS:**
  - a. **(Direct Entry) An individual who successfully completes an OPCMIA sponsored Job Corps program, the applicant must:**
    - (1) **Meet the minimum qualifications**
    - (2) **Complete an application form**
    - (3) **Provide reliable documentation to substantiate successful completion of OPCMIA sponsored Job Corps program.**
  - b. **(Direct Entry) Employees of participating employers who are promoted from another classification covered by the collective bargaining agreement to apprentice may receive direct entry status provided they:**
    - (1) **Meet the minimum qualifications**
    - (2) **Complete an applications form**
    - (3) **Be employed by an approved training agent to these standards**

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### **B. Equal Employment Opportunity Plan:**

- 1. Participation in annual workshops, if available designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Disseminate information, within shops or concerns, concerning equal opportunity policies-of the program's Sponsor(s).**
- 3. Use minority and women (minority and non-minority) journey level workers and apprentices to promote the affirmative action program.**
- 4. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 5. Direct referral into apprenticeship openings of Job Corps graduates successfully completing a specific trade pre-apprenticeship Job Corps program, without regard to present eligibility lists.**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**Shall not be less that three years or 5400 hours of reasonably continuous employment.**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption

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by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1080 hours of the term of apprenticeship. During this period, annulment of the apprenticeship agreement may be requested by the Apprenticeship Committee upon request of either party to the agreement.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**Approved training agents of these standards shall employ a minimum of one (1) apprentice for every five (5) journey level workers employed on the job.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the

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employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**Note: 6 months' period = 900 hours.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0900 hours/0 - 6 months</b>	<b>50%</b>
<b>2</b>	<b>0901 - 1800 hours/7 - 12 months</b>	<b>60%</b>
<b>3</b>	<b>1801 - 2700 hours/13 - 18 months</b>	<b>70%</b>
<b>4</b>	<b>2701 - 3600 hours/19 - 24 months</b>	<b>80%</b>
<b>5</b>	<b>3601 - 4500 hours/25 - 30 months</b>	<b>90%</b>
<b>6</b>	<b>4501 - 5400 hours/31 - 36 months</b>	<b>95%</b>

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## **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Cement Mason:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Paving</b>	
a. Ribbons and screeds .....	760
b. Rodding.....	100
c. Finishing.....	820
(1) Floating	
(2) Edging	
(3) Brushing	
(4) Troweling (fresno or long handle)	
(5) Joints and jointing	
(6) Water and chemical curing	
d. Curb and gutter.....	420
(1) Setting and lining forms	
(2) Edging and brushing	
d. Paving float operation.....	20
<b>2. Building</b>	
a. Ribbons - screeds.....	240
(1) Sidewalk	
(2) Floors	
b. Rodding.....	100
c. Finishing.....	700
(1) Floating	
(2) Darbying	
(3) Troweling	
(4) Edging	
(5) Top application of color stone, dry shake and stain etc.	
(6) Water and chemical curing	
<b>3. Machine operation cement masons jurisdiction</b>	
a. Machine operation .....	400
(1) Troweling machines	
(2) Rodding machines	
(3) Grinders and saws	



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b.	Base and steps.....	240
	(1) Setting grounds and risers	
	(2) Stripping steps	
	(3) Facing - coving	
	(4) Tread setting	
c.	Sacking and patching.....	360
	Waterproofing, injection (epoxy and urethane), fiberwrap	
d.	Drypacking .....	360
	(1) Tie rods - rock pockets	
	(2) Window frames, etc.	
e.	Magnasite, mastic, plastic, epoxy, cementious and synthetics.....	780
	(1) Wiring	
	(2) Darbying	
	(3) Cutting and filling	
	(4) Ragging	
	(5) Priming	
	(6) Troweling, squeegeing and gauge rakes	
	(7) Cove and step work	
	(8) Wainscoting	
	(9) Sealers	
f.	Gunite, Shotcrete, and slip form wall.....	100
	(1) Nozzle work	
	(2) Finishing	

**TOTAL HOURS: 5400**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ ( ) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ ( ) Other (specify):

**168** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire system.**
- B. The Apprenticeship Committee will have the final say in selection of instructors for related classes.**
- C. Registered apprentices who have difficulty with English must take the SLEP test. Those who score less than 50 on the SLEP test or 215 on the CASAS Test must enroll in and regularly attend an ESL class. This requirement is in addition to regular classes and does not effect selection.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

- 1. All classifications for premium wages shall be paid at 100% to those apprentices working in any one of those premium wage classifications.**
- 2. Disciplinary action, which may include cancellation of the Apprenticeship Training Agreement, will be taken by the committee for the following infractions.**

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- a. **Fighting or harassment at school or job.**
  - b. **Failure to follow directions and/or safety procedures at school or job.**
- 3. **Attendance for related/supplemental instruction is mandatory.**
  - a. **The apprentice must notify the Coordinator about all absences.**
  - b. **Sickness can be considered an acceptable excuse if a note from the doctor is provided, or the apprentice has also missed work.**
  - c. **Work is not an excuse for missing class.**
  - d. **All absences must be made up. An excused absence will not be used for citing to the JATC.**
  - e. **All absences will be used to dock the apprentice two weeks toward their next raise, until the class is made up.**
  - f. **Late arrivals and early departures will be docked a minimum of two hours. When the total becomes eight hours, one unexcused absence will be recorded.**
  - g. **Four unexcused absences during the year will automatically have the apprentice called to appear before the Board for disciplinary action.**
- 4. **Monthly work progress reports must be turned in to the Coordinator by the 15th day of the following month.**
  - a. **The reports must be correctly completed, or they will be returned to the apprentice for completion. No credit will be given until they are current.**
  - b. **If the apprentice is not current in filing the reports with the Coordinator, she/he will not be awarded a rerate, if one is due.**
  - c. **If an apprentice fails to turn in six (6) consecutive months of work progress reports, she/he can be removed from the job until work progress reports are up to date.**
- 5. **Each apprentice must satisfactorily complete the written and hands-on testing described in their related/supplementary instructions before the**

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- apprentice is allowed to progress by percentage in the Apprenticeship program.
6. **Complaints by employers or three low scores on performance cards from foremen will prompt a review by the board.**
  7. **On-the-job training is mandatory. An apprentice is expected to be diligent in the pursuit of work. The apprentice may be cited for:**
    - a. **Refusing work.**
    - b. **Failing to show up to an appointed job.**
    - c. **Not putting his/her name on the Out of Work list for an extended period, without communication with the Coordinator for the reason.**
    - d. **Quitting an employer without cause or communication with the Coordinator.**
  8. **Theft on the job site or at school**
  9. **Use of illegal drugs or alcohol on the job site or at school.**
  10. **Working for a non-signatory contractor, unless the contractor has signed an agreement with the JATC.**

### B. Local Apprenticeship Committee Policies

**NONE**

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately
  - Written reason(s) for such action will be sent to the apprentice

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- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)
  - Must describe the controversy and provide any backup information
  - Apprentice must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

- Within: 30 days of supervisor's decision, request for WSATC hearing
- Request must be in writing
  - Must specify reasons supporting the request
  - Request and supporting documents must be given to all parties
  - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 days after hearing
- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the

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process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I

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apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in



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these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

**The Apprenticeship Committee shall be composed of two (2) member representing Cement Masons Local Union #528 and two (2) members of Cement Mason Contractors' Committee.**

The employer representatives shall be:

**Tom Hope, Secretary  
15603 - 42nd S.  
Seattle, WA 98188**

**Doug Peterson  
1200 Westlake N. #310  
Seattle, WA**

The employee representatives shall be:

**Roger Bettermann, Chairman  
2700 - 1st Avenue #215  
Seattle, WA 98121**

**Frank "Nando" Benish  
2700 - 1st Avenue #215  
Seattle, WA 98121**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Mark Maher  
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